



**United States  
Department of  
Agriculture**

**Office of the Chief  
Information Officer**

**1400 Independence  
Avenue SW**

**Washington, DC  
20250**

**AUG 13 2003**

**TO:** Ted McPherson  
Chief Financial Officer  
USDA

**FROM:** Scott Charbo  
Chief Information Officer

**SUBJECT:** Update of OCIO Request for Waiver-A-76 Analysis on IT Positions in  
Fair Act Service Center IT Convergence

In our previous letter dated February 4, 2003 (copy attached) we discussed the direction and over all activities related to the Information Technology (IT) Convergence initiative that will ultimately bring the IT organizations of the three Service Center Agencies (Farm Service Agency, Rural Development and the Natural Resources Conservation Service) into a single IT service delivery organization under the Office of the Chief Information Officer (OCIO). We described our IT Convergence Core Transition Team and our desire to provide you with more specific details regarding anticipated events/milestones.

Significant planning, involving each agency's Human Resources (HR) and Labor Relations (LR) experts, along with the USDA Departmental HR and LR experts, is taking place. Overall, we wanted to affect the transfer of functions in January of 2004 but the sequential nature of the HR and LR activities is causing us to anticipate that the new organization 1010 package will be approved during the second or third quarter of FY 04.

As a result of the timing discussed above, we expect that full operations of the new IT organization will occur the beginning of FY 05. During our first 12 months of operation we will be introducing industry best practices thus enabling us to fine-tune our service delivery processes. We will begin our A-76 analysis process the last two quarters of FY 05 and anticipate a phased competitive approach to begin early in FY 06.

**Attachment**

**cc:** James R. Moseley, Deputy Secretary  
Dale Moore, Chief of Staff  
Michael Neruda, Special Assistant to the Secretary  
J. B. Penn, Under Secretary, FFAS  
Mark Rey, Under Secretary, NRE  
Thomas C. Dorr, Under Secretary, RD  
Tom Sell, Intergovernmental Affairs

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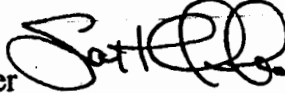
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**TO:** Ted McPherson  
Chief Financial Officer

**FROM:** Scott Charbo  
Chief Information Officer



**SUBJECT:** OCIO Request for Waiver - A-76 Analysis on IT Positions  
in Fair Act Service Center IT Convergence

The Office of the Chief Information Officer (OCIO) is requesting a waiver for performing an OMB Circular Number A-76 analysis of the identified Information Technology (IT) positions identified in the Fair Act Inventory of FY 2000 for the Farm Service Agency (FSA), the Natural Resources Conservation Service (NRCS) and Rural Development (RD).

The Secretary has identified, to the Office of Management and Budget (OMB), the plans to converge the IT infrastructure support through a merger of some of the IT personnel from the Service Center Agencies (FSA, NRCS and RD mission area). The Secretary has also identified this activity as a Presidential Management Initiative in the area of Human Capital Management of the Presidential Management Agenda (PMA).

As the accountable executive for this initiative, it is imperative to identify the IT functions to be merged as well as establish identification of who is performing those functions in each of the three organizations. This will then identify a baseline to perform A-76 analysis of identified functions. Until that time, it will be impossible to do this function when one agency is possibly doing an analysis and the others are not.

I have commissioned an IT Convergence core transition team to put together a planning approach and project plan for this activity. We will provide details on how to handle A-76 for IT in these three organizations No later than April 30, 2003.

Attached is a high level preliminary list of functions to be included in the converged organization. The cost of performing these operations will be difficult to identify since it comes from all three organizations.

**Attachments**

**cc: Michael Neruda, Office of the Secretary**

**Merged IT Functions to be part of OCIO**

- ✓Infrastructure Architectural Design/Maintenance
- ✓Infrastructure Acquisition of H/W, Licenses and Services
- ✓Testing & Certification of COTS components
- ✓Infrastructure Security Operations & Management
- ✓Telecommunications
- ✓Software Management/ Distribution
- ✓Helpdesk Support
- ✓GIS Standards/Tool Management
- ✓Database Management
- ✓State Support for 3 Agencies

**Agency Retained IT Functions**

- ✓Agency Specific S/W Development
- ✓Acquisition of contractor services for S/W development & Maintenance
- ✓Program/Administrative application security
- ✓Database responsibility/ownership
- ✓GIS tool adaptations for data
- ✓Testing & certification of applications and databases
- ✓Training of agency staff on agency specific S/W & databases
- ✓Internal Security Assessment management

These are high-level functions that are identified as preliminary. Further analysis will refine these functions.